

## Support Career Trainee Program

I. The purpose of this prospectus is to present a revised career development policy for Support CT's, to identify FY-69 requirements, and to sharpen recruitment and selection criteria for Support Career Trainees.

### II. Policy

a. The objective of the Career Trainee Program is to ensure quality input of junior professional personnel. It is expected that in time most senior level Support management positions and senior Support specialist positions will be filled by former Support Career Trainees.

b. The above can best be accomplished if in the future, CT's are recruited for individual Support Career Services and are identified with those Career Services from the outset.

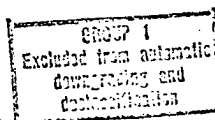
c. Each Support Career Service will identify annually the CT proportion of its professional requirements so that recruitment can be geared accordingly. The Deputy Director for Support will approve the total annual Support Directorate CT intake. Since a number of junior general Support positions should be filled by Support CT's, the Support Career Services will be offered the opportunity to nominate members of the CT programs of their Career Services whose development would benefit from such a general support assignment. Career Trainees so assigned would retain their basic Career Service designation and return to the parent Career Service upon completion of their general Support tours.

### III. Recruitment and Selection Guidelines

a. Communications, Finance, Logistics, Personnel and Security Career Services have indicated in appended papers the qualifications, requirements and career development paths for CT's in the individual Career Services.

b. We appreciate the difficulty of precisely matching qualifications and interest against requirements; but the closer we come to this goal, the better we will be able to achieve meaningful career development for Support CT's.

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IV. FY-69 Requirements

The Support Offices' FY-69 Career Trainee requirements total  to which we have applied an 8 per cent attrition factor making the total requirement . We anticipate filling  of these requirements from SD returnees from non-Support positions leaving  as the requirement to be met by the Career Training Program. We have attempted in the following table to apply the attrition of 3 and the SD input of  against the office requirements.

	<u>Office Requirement</u>	<u>Attrition</u>	<u>To Be Filled By SD Returnees</u>	<u>CTP Selection</u>
Logistics	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>			
Communications				
Finance				
Personnel				
Security				
TOTAL				

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## Finance Career Service

### Career Trainee Requirements and Career Development Program

#### I. Finance Functions

Finance Functions include budget implementation and control, fiscal management, audit, monetary and compensation and tax. Budget and Finance units outside the Central Office comprise additional mechanisms for conducting the Agency's financial business and account for about 50 per cent of the Finance Career Service, including a large number of Finance Officer positions overseas ranging in grade level from 7 through 15, comprising most functions performed in the Central Office.

#### II. Qualifications for Assignment to the Finance Career Service

Employees should meet the selective criteria for Career Trainees and should have an academic background in Accounting or other finance activities. A major in Accounting is desirable in some candidates but not mandatory for all. Applicants should have a basic interest in a career in the Finance Management. Candidates whose academic background qualify them are eligible for premium pay in accordance with Civil Service Standards. Candidates for the Finance Career Service should be willing and qualified to serve overseas at small and large stations. This also applies to their dependents.

#### III. Staffing Requirements

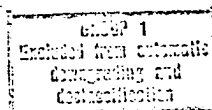
The Finance Career Service anticipates a requirement for  Career Trainees for Fiscal Year 69.

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#### IV. Career Development

Following formal training in OTR, Career Trainees will be placed on an in-house training cycle of approximately 15 weeks rotating through the various Divisions. This training gives them a basic comprehension of the various functions, methods, and procedures prior to permanent assignment.

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**SECRET**Personnel Career ServiceCareer Trainee Requirements and Career Development ProgramI. Personnel FunctionsA. Central Personnel Office

1. Placement
2. Position Management & Compensation
3. Contract Administration
4. Retirement
5. Benefits and Counseling

B. Other Headquarters Components

General Personnel Officer functions involving most of the Central Personnel Office activities and, in certain instances, support of overseas activities.

C. Overseas Components

General Personnel Officer functions performed at overseas locations in direct support of those employees assigned to the particular post. Involves most of the Central Personnel Office activities in addition to various related support duties applicable to overseas assignments.

II. Qualifications for Assignment to the Personnel Career Service

Employees should meet the selection criteria for Career Trainees and, preferably, should have an academic background in Personnel or Business Administration.

III. Staffing Requirements

At present, the Personnel Career Service anticipates a requirement for ☐ Career Trainees per fiscal year, including those employees assigned from CT classes and those Career Trainees converted to the Personnel Career Service upon return from overseas assignment.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

IV. Career Development Program

Upon entry into the Personnel Career Service, the Career Trainee will usually be given relatively short-term (1-year) assignments within the Central Personnel Office during the first several years of his career. Such assignments would be accomplished within the following flexible 3-year assignment program, after which the employee would move to a generalist position outside the Central Office or be assigned to a specialist function within the Central Office.

Initial (when practical)

Transactions and Records (up to one month)

1st and/or 2nd year

Placement

Position Management & Compensation

Contract Personnel

2nd and/or 3rd year

Benefits and Counseling (exit interviews, death cases, etc)

Retirement (technical)

☐ (depending on the employee)

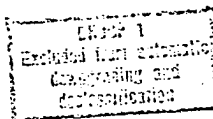
☐ (depending on the employee)

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Final (when practical)

Central Processing (up to one month)

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## OFFICE OF COMMUNICATIONS

QUALIFICATION REQUIREMENT FOR CAREER TRAINEE: The Candidate should be between the ages of 22 and 30 and able to meet the prescribed physical and security standards. Preferably, he has satisfied his military obligation, but this is not an essential requirement. (He may be single or married; but if married, his wife must also be able to meet the physical and security standards.)

It is desirable, but not essential, that this individual be able to touch type at 25 wpm or better, [REDACTED]

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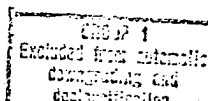
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It is essential that this individual has obtained from an accredited college or university a BS Degree in Engineering, Mathematics, Physics, or other scientific subjects. In addition to his technical degree, it is desirable, but not essential, that he have some technical training in the communications field. Hopefully, this will have been obtained while in the military service and will have included Morse Code, radio theory, and some experience in the radio communications field. It may also be that he has an amateur radio operator license, taken correspondence courses in communications subjects, or gained other experience or training in the commercial radio field.

He should know enough about communications work to know if he will like it or be interested in it, even though it may be different from other work with which he is more familiar. He further realizes that he will be subject to extensive foreign travel both PCS and TDY. He also understands that he is expected to be honest, dependable and adaptable, and exhibit initiative and maturity in his actions.

CAREER DEVELOPMENT FOR CAREER TRAINEE WITHIN THE OFFICE OF COMMUNICATIONS: The program for the Career Trainee within this Office normally would extend for a period of three to four years, and is designed to systematically provide for the selection and preparation for qualified young personnel with communications interest for future assignments of responsibility

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within this Office. The initial phase of the program commences with basic communications training which includes Agency orientation courses,

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[redacted] Rather, it is designed to give him a solid foundation and familiarization of basic communications, a fuller understanding and appreciation of the activities and personnel that he will be supervising or managing in the future, and some competence in a basic communications skill. He understands that he will be expected to participate fully in this course and gain as much competence as his abilities allow, but that his future in the program and his career are not dependent upon his skill [redacted]. He anticipates that this basic training phase will be followed by an "experience assignment" in the Headquarters area which will last for approximately one year. This will be followed by an overseas "experience assignment" for two years' duration. During these assignments, he will have the opportunity to demonstrate his supervisory and managerial potential while at the same time, gaining valuable communications experience. At the completion of this tour, he expects to be assigned more permanently to an OC Staff. This assignment will be commensurate with his potential, ability, personal desires, and the needs of the Office. He also expects that he will receive additional training and experience in supervision and management as he progresses, and that every effort will be made to provide him guidance and assistance in the selection of self-improvement courses which will enhance his value to the Organization.

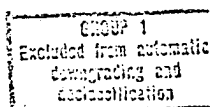
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REQUIREMENTS: At present, our objective is to gradually increase the number of candidates until we have ten persons in the program and to maintain the program at that level. At any one time, five of the ten candidates would be receiving that two-year training at Headquarters and the remaining five would be undergoing advanced field training at our Area Headquarters. To reach and maintain this ratio, it will be necessary to alternate the number we recruit, introducing into the program two persons one year, three the next, and so on.

We now have five candidates in training. Our recruitment cycle would begin in FY '69, at which time, we would enter two persons into the program with three persons entering in FY '70. Because of our large pool of Engineers within the Office, and our relatively modest annual input requirement, we would expect a goodly portion of our new candidates would enter the program from within the personnel resource of the Office.

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Office of Security

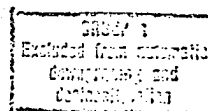
CIA Security Officers, serving in a variety of specialties in the United States and abroad, protect the Agency's people, activities, installations, and information.

To perform this mission, CIA requires the services of young men who are of high character, keen intelligence, unquestioned loyalty to the United States, and versatility. Adaptability is a key prerequisite for a career which may include assignments as an investigator, a physical security officer, a personnel security specialist, and other diversified positions.

Security investigators are in the forefront of the Agency's rigorous effort to screen applicants for employment. An intensive personnel security investigation is conducted prior to the affiliation of any individual with CIA, in order to preclude the acceptance of persons who may be controlled, or controllable, by an opposition intelligence service. This job entails interviewing people in all strata of society, reviewing records, and writing investigative reports.

The investigator must be capable of dealing effectively with people, and requires an analytical mind to be able to determine the course of action to be followed in validating or disproving investigative

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leads. The ability to express himself well, orally and in writing, is indispensable. Frequent domestic travel and occasional brief trips abroad are usually requirements of this position.

The prospective investigator must have a bachelor's degree; should preferably have some experience in investigations or a related field; and should have completed his active military duty obligation.

After serving as an investigator for three to five years, the Security Officer may move into other specialties.

Physical Security Officers, for example, are responsible for planning and effecting the protection of Agency installations, at home and abroad. Some Security Officers serve foreign duty tours of two to five years duration. Others travel to foreign installations to conduct inspections of the security safeguards in effect, and to recommend improvements.

The Physical Security Officer may engage in research or testing in an effort to develop improved security equipment - alarm systems, vaults, etc. Or he may have the task of investigating security violations, or developing new systems for the secure handling and storage of highly classified documents.

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The general qualifications for a Physical Security Officer are the same as for an investigator, although mechanical interests or aptitudes may be an asset in this position.

Personnel Security Officers direct the investigative effort from Headquarters, evaluate the investigative reports, determine the issuance of security clearances, and provide advice, guidance and assistance to CIA personnel in matters relating to security.

Personnel Security Officers usually have served several years as investigators, and have demonstrated the keen judgement essential to this type of work. Basic qualifications are the same as for investigators.

The position of Technical Security Officer presents an opportunity for a career in security work for the electrical engineer. In an age where electronic eavesdropping has become a prime weapon of every intelligence service, the tasks of detecting, countering, or neutralizing opposition efforts have achieved paramount importance.

The Technical Security Officer's job is challenging and rewarding. The stimulating race between the offensive and defensive states of the art provides unparalleled opportunities for research, foreign travel, and service to the U. S. intelligence effort.

Technical Security Officer applicants must possess at least a bachelor's degree in electrical engineering and must have considerable personal flexibility, permitting frequent and extended travel abroad.

Requirements FY 69

3 with general qualifications

2 with technical qualifications

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5 Total

**SECRET**Office of LogisticsQUALIFICATIONS FORCAREER TRAINEES: (GS-08 to 10, depending on experience)

Males -- Age 21-35

Single or married w/families of a size that would not present housing difficulties at field installations.

Flexibility --

Must be physically able and willing to serve wherever and whenever required (at Agency Headquarters or Domestic or Overseas installations) on either TDY or PCS.

Emotional Stability

Ability to exercise mature judgment and possess leadership qualities and supervisory potential.

Ability to meet and deal effectively with all individuals, including technical and executive personnel both in and outside the Agency.

Writing Ability --

Must be able to write in a clear, concise manner and apply analytical approach to solution of complex problems.

Functions in which Career Trainees may be assigned during this long-range career development within the Logistics Career Service would include Supply (receipt, identification and cataloging, storage and issue, maintenance and repair, disposition, inspection and inventory of supplies and equipment, stock records and stock management, and shipment of cargo; Procurement of supplies, equipment and services or contract negotiation and administration; Real Estate and Construction (including acquisition, repair and alteration, maintenance, etc. of real property, leasing, construction and utilities engineering, and public works functions); Printing Services (composing, typesetting, photography, press operations, platemaking and bindery activities); and Logistics Services (space requirements and planning, allocation of space, minor alterations, maintenance, moving, telephone services, and distribution of housekeeping supplies.

<u>Number Requested per FY</u>	<u>Degree Desired</u>	<u>Initial Assignment</u>	<u>Grade Range upon Assignment</u>
25X1	BA - Bus. Admin.	Supply Division or Logistics Services Div	GS-08-GS-10
	Law or Accounting	Procurement Division	GS-08-GS-10
	BA - Printing Mgmt	Printing Services Div	GS-08-GS-09
	BA - Civil, Mechanical, Real Estate and Electrical, Industrial Architectural or Con- struction Engineering	Construction Div	GS-08-GS-10

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